

# Invitation to Bid

## City of Milwaukee

CITY OF MILWAUKEE  
200 E WELLS STREET  
MILWAUKEE WI 53202  
United States

CIMIL

Bid ID	Date	Buyer	Page
CIMIL- 0000001420	05/05/2004	Diane Berndt	1
Payment Terms	DateTime Bid Open/	Closing	
PROMPT PAY	05/17/04 02:19 PM	05/26/04 04:45 PM	

Vendor: 0001030455  
WEBPAGE DOWNLOAD  
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>  
MILWAUKEE WI 53202  
United States

Ship To: DPW-OPERATIONS-DESIGN/CONSTR-5454  
MUNICIPAL BLDG., 6TH FLOOR  
841 NORTH BROADWAY  
MILWAUKEE WI 53202  
United States

Bill To: DPW-OPERATIONS-DESIGN/CONSTR-5454  
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841 NORTH BROADWAY  
MILWAUKEE WI 53202  
United States

Line	Item	Description	Quantity	UM	Need Date
1		CONFERENCE TABLE	1.00	EA	06/04/2004

Freight Terms: DEST

Ship Via: NOT APPL

\*\*\*PLEASE RESPOND VIA FAX 414-286-5976 ON OR BEFORE 4:45 P.M., WEDNESDAY, 5/26/04.\*\*\*

CUSTOM CONFERENCE TABLE BY OFS. SHAPE- BOAT WITH "SKETCH BOARDER". SIZE: 240" X 59-1/2" (MIDDLE) AND 49-1/2" (END). FINISH : FORMAL MAHOGANY ON CHERRY. EDGE STYLE: SIERRA / "F". 3 GROMMETS TO BE INSTALLED AS DIRECTED BY REQUESTOR, GROMMETS AND TEMPLATE TO BE PROVIDED BY REQUESTOR. 3-EACH BASES FOR TABLE, SPECIAL TRADITIONAL BASES: CB-05. CONTEMPORARY PANEL WITH ACCESS PANEL (30" X 9-3/4"). FORMAL MAHOGANY ON CHERRY. 2-EACH BASES FOR TABLE, SPECIAL TRADITIONAL BASES; CB-05, CONTEMPORARY PANEL WITH ACCESS PANEL (25" X 9-3/4") FORMAL MAHOGANY ON CHERRY.

NOTE: THIS IS NOT A STANDARD CATALOG ITEM. PLEASE CONTACT OFS REP JOHN WEISS @920-339-8807 FOR CORRECT QUOTE INFORMATION.

PRICE EACH: \$ \_\_\_\_\_

WE BID MFG AND PART #: \_\_\_\_\_

PRICE IS TO INCLUDE DELIVERY AND INSTALLATION TO THE 5TH FLOOR OF THE ZEIDLER MUNICIPAL BUILDING. DELIVERY OF ALL FURNITURE FROM THE 1ST FLOOR TO THE 5TH FLOOR IS THE CONTRACTOR'S RESPONSIBILITY. ALL COSTS OF DELIVERY SHALL INCLUDE DELIVERY UP STAIRS AS REQUIRED BY LIMITATION OF ELEVATOR SIZE. VERIFICATION OF ELEVATOR DIMENSIONS ARE CONTRACTOR'S RESPONSIBILITY. CONTRACTOR TO PROVIDE FINISH/FABRIC SAMPLES FOR APPROVAL PRIOR TO ORDERING. CALL MICHAEL KRAUSE (414) 286-3296 ONE WEEK PRIOR TO DELIVERY TO CONFIRM.

AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER COMPLYING WITH THE SPECIFICATIONS AND THE SPECIFIED DELIVERY REQUIREMENTS.

PLEASE NOTE: IT IS ONLY NECESSARY FOR YOU TO SIGN THE FIRST PAGE OF THE INVITATION TO BID. YOUR SIGNATURE WILL SIGNIFY YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN.

DELIVERY IS REQUIRED NO LATER THAN 10 WEEKS DAYS AFTER RECEIPT OF ORDER.

WILL YOU COMPLY WITH THIS REQUIREMENT? \_\_ YES \_\_ NO

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NOTE: IF YOU CANNOT MEET THE 10 WEEK DELIVERY REQUIREMENT, YOUR BID WILL BE CONSIDERED NON-RESPONSIVE!

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DO YOU HAVE A WEBSITE WITH THE FOLLOWING:

ON-LINE CATALOG: \_\_\_\_\_ YES \_\_\_\_\_ NO

ON-LINE ORDERING: \_\_\_\_\_ YES \_\_\_\_\_ NO

WEB PAGE ADDRESS: \_\_\_\_\_

\*\*\* IMPORTANT NOTE \*\*\*

IF YOU ARE DOWNLOADING THIS BID FROM THE CITY'S WEB PAGE, YOU MUST COMPLETE THE FOLLOWING INFORMATION:

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PERSON SUBMITTING BID: \_\_\_\_\_

BIDDER'S EMAIL ADDRESS: \_\_\_\_\_

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FEDERAL TAX ID NUMBER REQUIRED: _____					

BY SIGNING THIS BID, BIDDER HEREBY AGREES TO ALL THE TERMS AND CONDITIONS OF THE "CITY OF MILWAUKEE INSTRUCTIONS, TERMS AND CONDITIONS FOR INFORMAL BID & CONTRACT" DOCUMENT DATED 8-25-03, WHICH IS HEREBY REFERENCED AND INCORPORATED AS PART OF THE CONTRACT THAT IS AWARDED AS A RESULT OF THIS BID. THIS DOCUMENT CAN BE FOUND AT THE BUSINESS OPERATIONS DIVISION'S WEB SITE [HTTP://WWW.CI.MIL.WI.US/CITYGOV/DOA/SP/INFORMAL.HTM](http://www.ci.mil.wi.us/citygov/DOA/SP/INFORMAL.HTM) OR YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT (414) 286-3501.

THE CITY STRIVES TO MAKE TIMELY PAYMENT ON INVOICES. PAYMENT TO THE VENDOR WILL BE DEEMED TIMELY IF THE PAYMENT IS MAILED, DELIVERED, OR TRANSFERRED WITHIN 60 CALENDAR DAYS AFTER RECEIPT OF A PROPERLY COMPLETED INVOICE OR RECEIPT AND ACCEPTANCE OF THE PROPERTY OR SERVICE UNDER THE ORDER OR CONTRACT, WHICHEVER IS LATER. IF THE CITY DOES NOT MAKE PAYMENT BY THE 60TH CALENDAR DAY, THE CITY SHALL PAY SIMPLE INTEREST BEGINNING WITH THE 31ST CALENDAR DAY AT THE RATE OF ONE PERCENT PER MONTH (UNLESS THE CITY DISPUTES THE AMOUNT OF THE INVOICE). REFERENCE COMMON COUNCIL FILE NO. 900859 ADOPTED OCTOBER 16, 1990, PROVISIONS OF STATE STATUTE 66.285 AND 66.286.

IF YOU WOULD LIKE TO OFFER A PAYMENT DISCOUNT TO THE CITY, PLEASE STATE BELOW:

\_\_\_\_\_, %, \_\_\_\_\_ DAYS .

THE CITY WILL DETERMINE THE LOW BIDDER BY TAKING INTO CONSIDERATION CASH DISCOUNTS OFFERED BY THE BIDDERS ONLY IF THE PAYMENT TERMS ARE 30 DAYS OR MORE. HOWEVER, IF THE LOW BIDDER WHO IS AWARDED THIS CONTRACT HAS QUOTED A MORE FAVORABLE DISCOUNT FOR EARLIER PAYMENT, AND THE CITY PAYS WITHIN THAT EARLIER TIMEFRAME, THE BIDDER WILL BE HELD TO THAT QUOTED DISCOUNT.

WOULD YOU BE WILLING TO EXTEND THE PRICING ON THE EQUIPMENT OR SUPPLIES LISTED ABOVE IF ADDITIONAL UNITS WOULD BE REQUIRED BY THE CITY? YES \_\_\_\_\_ NO \_\_\_\_\_

LIST THE PERIOD OF TIME YOUR PRICING WILL BE VALID. \_\_\_\_\_

WOULD YOU BE WILLING TO EXTEND THE PRICING FROM ANY CONTRACT THAT MAY RESULT FROM THIS BID TO OTHER V.A.L.U.E. MEMBERS OF LOCAL GOVERNMENT ENTITIES IN THE SOUTHEASTERN WISCONSIN AREA INCLUDING BUT NOT LIMITED TO THE MILWAUKEE METROPOLITAN SEWERAGE DISTRICT (MMSD) AND/OR MILWAUKEE PUBLIC SCHOOLS (MPS)?

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YES _____	NO _____				

PLEASE BE ADVISED THAT THE AWARD OF THIS BID BY THE CITY OF MILWAUKEE IS NOT CONTINGENT UPON YOUR AGREEMENT TO THE ABOVE REQUEST. IF, HOWEVER, YOU AGREE TO EXTEND TO ANY OTHER AGENCIES, EACH AGENCY WILL BE RESPONSIBLE FOR ISSUING AND ADMINISTERING ITS OWN CONTRACT AND RESULTING PURCHASE ORDER.

PLEASE RESPOND VIA FAX 414-286-5976 ON OR BEFORE 4:45 P.M., WEDNESDAY, 5/26/04.

BID PRICE TO INCLUDE DELIVERY F.O.B. DESTINATION TO THE ADDRESS AS INDICATED AT TIME OF ORDER PLACEMENT.

HAS YOUR BUSINESS BEEN CERTIFIED AS AN EMERGING BUSINESS ENTERPRISE FOR THE CITY OF MILWAUKEE BY THE EMERGING BUSINESS ENTERPRISE PROGRAM?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YOU ARE INTERESTED IN THE CERTIFICATION PROCESS FOR YOUR BUSINESS, PLEASE CONTACT THE EMERGING BUSINESS ENTERPRISE PROGRAM OFFICE AT (414) 286-8781.

DOES ANY OFFICER, EMPLOYEE, AGENT, MEMBER OF A GOVERNING BODY, OR PUBLIC OFFICIAL OF THE CITY OF MILWAUKEE WHO EXERCISES ANY FUNCTIONS OR RESPONSIBILITIES IN CONNECTION WITH REVIEWING, APPROVING OR ADMINISTERING THE CARRYING OUT OF ANY SERVICES OR REQUIREMENTS TO WHICH THIS BID PERTAINS, HAVE ANY PERSONAL INTEREST, DIRECT OR INDIRECT, IN THIS BID AND ANY CONTRACT THAT MAY RESULT THEREOF?

YES \_\_\_\_\_ NO \_\_\_\_\_

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